

2021

SHARP BI-WEEKLY ON-CYCLE PAYROLL SCHEDULE

PAYROLL PERIODS		PAY DATE	TIME & LABOR AND EMPLOYEE DATA FOR PAYSHEET CREATION & PRELIMINARY CALCULATION				CUTOFF FOR TIME & LABOR REPORTED TIME SUBMISSIONS/APPROVALS	CUTOFF FOR TIME & LABOR PAYABLE TIME APPROVALS	PAYROLL TRANSACTIONS POSTED TO SMART AFTER
START DATES	ENDING DATES		FIRST T&LBR ENTRY DATE FOR ON-LINE USERS	CUTOFF INTERFACE USERS	CUTOFF REGENTS FILES	CUTOFF ON-LINE USERS	6:30 P.M. **	7:00 P.M. ***	7:00 P.M.
29-Nov-20	12-Dec-20	23-Dec-20	29-Nov-20	14-Dec-20	16-Dec-20	15-Dec-20	18-Dec-20	18-Dec-20	21-Dec-20
13-Dec-20	26-Dec-20	8-Jan-21	13-Dec-20	28-Dec-20	31-Dec-20	28-Dec-20	31-Dec-20	31-Dec-20	6-Jan-21
27-Dec-20	9-Jan-21	22-Jan-21	27-Dec-20	11-Jan-21	13-Jan-21	12-Jan-21	15-Jan-21	15-Jan-21	20-Jan-21
10-Jan-21	23-Jan-21	5-Feb-21	10-Jan-21	25-Jan-21	28-Jan-21	26-Jan-21	29-Jan-21	29-Jan-21	3-Feb-21
24-Jan-21	6-Feb-21	19-Feb-21	24-Jan-21	8-Feb-21	11-Feb-21	9-Feb-21	12-Feb-21	12-Feb-21	17-Feb-21
7-Feb-21	20-Feb-21	5-Mar-21	7-Feb-21	22-Feb-21	25-Feb-21	23-Feb-21	26-Feb-21	26-Feb-21	3-Mar-21
21-Feb-21	6-Mar-21	19-Mar-21	21-Feb-21	8-Mar-21	11-Mar-21	9-Mar-21	12-Mar-21	12-Mar-21	17-Mar-21
7-Mar-21	20-Mar-21	2-Apr-21	7-Mar-21	22-Mar-21	25-Mar-21	23-Mar-21	26-Mar-21	26-Mar-21	31-Mar-21
21-Mar-21	3-Apr-21	16-Apr-21	21-Mar-21	5-Apr-21	8-Apr-21	6-Apr-21	9-Apr-21	9-Apr-21	14-Apr-21
4-Apr-21	17-Apr-21	30-Apr-21	4-Apr-21	19-Apr-21	22-Apr-21	20-Apr-21	23-Apr-21	23-Apr-21	28-Apr-21
18-Apr-21	1-May-21	14-May-21	18-Apr-21	3-May-21	6-May-21	4-May-21	7-May-21	7-May-21	12-May-21
2-May-21	15-May-21	28-May-21	2-May-21	17-May-21	20-May-21	18-May-21	21-May-21	21-May-21	26-May-21
16-May-21	29-May-21	11-Jun-21	16-May-21	1-Jun-21	3-Jun-21	1-Jun-21	4-Jun-21	4-Jun-21	9-Jun-21
30-May-21	12-Jun-21	25-Jun-21	30-May-21	14-Jun-21	17-Jun-21	15-Jun-21	18-Jun-21	18-Jun-21	23-Jun-21
13-Jun-21	26-Jun-21	9-Jul-21	13-Jun-21	28-Jun-21	30-Jun-21	29-Jun-21	2-Jul-21	2-Jul-21	7-Jul-21
27-Jun-21	10-Jul-21	23-Jul-21	27-Jun-21	12-Jul-21	15-Jul-21	13-Jul-21	16-Jul-21	16-Jul-21	21-Jul-21
11-Jul-21	24-Jul-21	6-Aug-21	11-Jul-21	26-Jul-21	29-Jul-21	27-Jul-21	30-Jul-21	30-Jul-21	4-Aug-21
25-Jul-21	7-Aug-21	20-Aug-21	25-Jul-21	9-Aug-21	12-Aug-21	10-Aug-21	13-Aug-21	13-Aug-21	18-Aug-21
8-Aug-21	21-Aug-21	3-Sep-21	8-Aug-21	23-Aug-21	26-Aug-21	24-Aug-21	27-Aug-21	27-Aug-21	1-Sep-21
22-Aug-21	4-Sep-21	17-Sep-21	22-Aug-21	7-Sep-21	9-Sep-21	7-Sep-21	10-Sep-21	10-Sep-21	15-Sep-21
5-Sep-21	18-Sep-21	1-Oct-21	5-Sep-21	20-Sep-21	23-Sep-21	21-Sep-21	24-Sep-21	24-Sep-21	29-Sep-21
19-Sep-21	2-Oct-21	15-Oct-21	19-Sep-21	4-Oct-21	7-Oct-21	5-Oct-21	8-Oct-21	8-Oct-21	13-Oct-21
3-Oct-21	16-Oct-21	29-Oct-21	3-Oct-21	18-Oct-21	21-Oct-21	19-Oct-21	22-Oct-21	22-Oct-21	27-Oct-21
17-Oct-21	30-Oct-21	12-Nov-21	17-Oct-21	1-Nov-21	4-Nov-21	2-Nov-21	5-Nov-21	5-Nov-21	10-Nov-21
31-Oct-21	13-Nov-21	24-Nov-21	31-Oct-21	15-Nov-21	17-Nov-21	16-Nov-21	19-Nov-21	19-Nov-21	22-Nov-21
14-Nov-21	27-Nov-21	10-Dec-21	14-Nov-21	29-Nov-21	2-Dec-21	30-Nov-21	3-Dec-21	3-Dec-21	8-Dec-21
28-Nov-21	11-Dec-21	23-Dec-21	28-Nov-21	13-Dec-21	15-Dec-21	14-Dec-21	17-Dec-21	17-Dec-21	21-Dec-21
12-Dec-21	25-Dec-21	7-Jan-22	12-Dec-21	27-Dec-21	29-Dec-21	27-Dec-21	30-Dec-21	30-Dec-21	5-Jan-22

*Ensure Payable Time exists prior to 7:00 P.M. on cutoff for employees expected to receive sick and/or vacation leave payouts
Preliminary Pay Calculation runs after 7:00 P.M. and each succeeding work day until the cutoff for Correction/Approval of Time and Labor Entries

**Time Admin process runs final time at 6:30 P.M. and produces Payable Time which must be approved by 7:00 P.M.

***Final Pay Calculation runs after 7:00 P.M.

Time and Labor KAGYTL42/INF42 files are Due by 12:00 P.M. (Noon) on these days for Day Batch Processing